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Report for Week Ending 20 June 1956
from
PROJECT STAFF

Project 4-83 - Vital Materials Deposit Schedule for all Offices

25X1A9a The Vital Materials deposit schedule for the Security Office has been forwarded to Mr. [REDACTED] for approval.

Project 4-84 - Vital Materials Microfilm Project

Microfilming continues on the material charged out of the OCR/BR dossiers at the timing of the initial filming.

Microfilming of Vital Materials in ORR/Services Division continues. This project is approximately 85% complete.

Arrangements were made for the loan of a portable microfilm machine to ORR for filming of the estimates file. This was a rush job and ORR furnished the operator.

Projects 4-96, 5-59, 5-60, 5-68

No change from previous report.

General Information

A new form, Request for Withdrawal of Vital Materials, has been designed and forwarded to Reproduction. This form will serve as a request, a chargeout card, a receipt, and a log.

There were two work details of ORR/Map personnel at the repository last week. Persons involved in these details were: Mrs. [REDACTED]

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[REDACTED] of OSI, Applied Sciences Division, accompanied last weeks trip to the repository to view their Vital Materials deposits. Mr.

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[REDACTED] of Management Staff also accompanied this trip to assemble new microfilm readers.

Replies to 4 employee suggestions have been released.

The filing system previously installed in the Incentive Awards Staff was reviewed and modified. The modification consisted of adding additional subjects that subsequent experience indicated were necessary.

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██████████ has completed the 20 hour Effective Writing training course.

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